

**TOWNSHIP OF SEGUIN  
SHORE ROAD ALLOWANCE CLOSURES  
NON-REFUNDABLE APPLICATION FEE -  
\$1,100.00 POLICY AND PROCEDURES**

The following are the steps which are required by the property owner:

1. Property owner (hereinafter referenced as the "Applicant") must submit a completed application to the Township of Seguin, to purchase the shore road allowance abutting the Applicant's property. This application must be accompanied by a sketch, clearly indicating the shore allowance which is the subject of this request. Please include the legal description for your property *and the non-refundable Application Fee of \$1,100.00 for single application.*
2. The Township will consider joint applications. For each additional "neighbour application" each neighbouring property owner (Neighbouring Applicant) shall complete a separate application form. An *additional \$100.00* non-refundable fee is required per "Neighbouring Applicant". A maximum of four (4) neighbouring owner applications may be considered with the initial application (i.e. a joint application is limited to a total of 5 properties). All applications should be submitted together as one package.
3. Upon submission of a complete Application form as determined by Township Staff the application will be forwarded to the designated Municipal Solicitor to continue the application process and where approved, the conveyancing matters.
4. The application process will not continue until such time as all deposits, surveys and other documentation have been supplied to the designated Municipal Solicitor.
5. Estimated Legal Costs:

|                         |                         |
|-------------------------|-------------------------|
| Legal & Processing Fees | \$2,000.00 - \$3,000.00 |
|-------------------------|-------------------------|
6. Land Value Costs determined as to distance along the chord:

|                             |                |
|-----------------------------|----------------|
| <u>Property-Large Lakes</u> |                |
| • Lake Joseph,              |                |
| • Little Lake Joseph,       |                |
| • Lake Rosseau              |                |
| • Georgian Bay              | \$130.00/metre |
| <u>Property-Small Lakes</u> |                |
| • All others                | \$90.00/metre  |

As of March, 2009, the Ministry of Natural Resources has authorized the municipality to sell those parts of road allowance which are covered by water. For pending and future applications, the Township will approve and transfer title to flooded lands, if staff confirm the transfer is appropriate. For past applications where title to the flooded portion of the road allowance was retained by the municipality, an abutting owner may apply to acquire title to the flooded portion, at a purchase price of \$1.00, together with payment of the Township's application fees and all other expenses or costs incurred by the Township in completing the transfer.

Any objections received from the public on a specific closing and deemed valid by Staff will be referred to Council for a decision.

All expenses or costs arising from or in relation to the application incurred by the Township and any fee charged by the Township are the responsibility of the Applicant. If the application and transfer process is not completed for any reason, the Applicant is responsible for any Township costs incurred up to that time, including any Taxes, if applicable.

7. The Applicant will take all steps/actions required by the Township to effect a merger of the acquired lands with the Applicant's abutting lands. Among other things, the Applicant may be required to make application to Council to deem the Applicant's abutting lands not to be within a Plan of Subdivision to effect the merger. Where a legal merger will not be obtained, the Applicant may be required to consolidate the acquired lands with its abutting lands into one parcel register. The applicant shall be responsible for all costs incurred by the Township concerning the foregoing processes/applications.
8. Council may impose any condition upon the sale and transfer of the closed road allowance that it considers necessary and appropriate. This may include registration of a prohibition or restrictive covenant on title of the lands.
9. Council may choose not to stop up and sell all or part of a shore road allowance that is adjacent to an Environmental Protection zones as identified in the Township Zoning By-law 2006-125 or which consists of steep slopes or other natural features that are considered by Council to have environmental importance.
10. The Township will consider the sale of Shore Road Allowances except when:
  - i) In Council's opinion the SRA is used for Public access or Municipal purposes or has the potential for Public or Municipal use in the future.

- ii) The abutting neighbours are not in agreement for a legitimate reason with the mutual boundary or the privatization of the shore road allowance as determined by Council.
- 11. Seguin Township Council adopts the following policy with respect to requests to stop up and sell shore road allowances:
  - i) Before a by-law is passed, the applicant shall submit a survey showing the location of all existing structures on the shore road allowance.
  - ii) The Transfer shall be prepared by the Township Solicitor.

Shore Road Allowance Applications should be finalized within 18 months of receipt of a complete application. Failure to do so will result in the application being brought forward to Council with a recommendation for termination.

- 12. The Applicant shall be responsible for their own costs.



## **Township of Seguin**

Application for

### **UNOPENED SHORE ROAD ALLOWANCE**

**IT IS RECOMMENDED THAT YOU CONSULT WITH THE TOWNSHIP  
PLANNING DEPARTMENT PRIOR TO SUBMITTING YOUR  
APPLICATION.**

#### **APPLICATION FOR SHORE ROAD ALLOWANCE CHECKLIST**

**Please ensure you have completed the following prior to submitting  
your application:**

1. It is required that 1 copy of this Application be filed with the Township of Seguin, together with the sketch referred to in Note 2, accompanied by a non-refundable application fee of \$1,100.00 and an additional \$100.00 non-refundable fee is required per neighbouring applicant should a joint application be submitted, in cash or by cheque, made payable to the Township of Seguin. 2. Each copy of this application must be accompanied by a sketch showing the following:

- ☐ The boundaries and dimensions of the subject land.
- ☐ The boundaries and dimensions of the Shore Road Allowance lands proposed to be purchased.
- ☐ The location, size and type of all existing and proposed buildings and structures on the subject land, indicating the distance of the buildings or structures from the front yard lot line, rear yard lot line and the side yard lot lines.
- ☐ The approximate location of all natural and artificial features on the subject land and on land that is adjacent to the subject land that, in the opinion of the applicant, may affect the application. Examples include buildings, railways, roads, watercourses, drainage ditches, river or stream banks, wetlands, wooded areas, wells and septic tanks.
- ☐ The current uses on land that is adjacent to the subject land.
- ☐ The location, width and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a public

travelled road, a private road or right-of-way.

- ☐ If access to the subject land is by water only, the location of the parking and docking facilities to be used.
- ☐ The location and nature of any easement affecting the subject land.

If you require additional assistance regarding this application please contact the Planning Department at:

**Township of Seguin  
5 Humphrey Dr.  
Seguin, ON, P2A 2W8  
Bus: 705-732-4300  
Fax: 705-732-6347  
Toll Free: 1-877-473-4846**



**Township of Seguin**  
Application for  
**Shore Road Allowance**

|                                                                                      |                                                                              |             |
|--------------------------------------------------------------------------------------|------------------------------------------------------------------------------|-------------|
| <b>OFFICE USE ONLY</b>                                                               |                                                                              | Date Stamp: |
| Application No.: RAS- _____ - _____ - _____                                          |                                                                              |             |
| File Name: _____                                                                     |                                                                              |             |
| Civic Address: _____                                                                 |                                                                              |             |
| Application Complete:<br><input type="checkbox"/> Yes<br><input type="checkbox"/> No | Fee Received:<br><input type="checkbox"/> Yes<br><input type="checkbox"/> No |             |

**ROLL # 4903-\_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - 0000**

Did you consult with the Township Planning Department? ☐ Yes ☐ No

**1. CONTACT INFORMATION:**

*All communication will be directed to the Primary Contact only.*

**Primary Contact:** \_\_\_\_\_

a) **Registered Owner(s):** \_\_\_\_\_  
*(List all owners and contact information if multiple exist)*

Mailing Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Home Fax: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Business Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_

**b) Agent:** \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Home Fax: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Business Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_

## 2. DESCRIPTION OF APPLICANT'S ABUTTING LANDS AND SHORE ROAD ALLOWANCE LANDS

**a)** Concession(s): \_\_\_\_\_

**b)** Lot(s): \_\_\_\_\_

**c)** Registered Plan No. : \_\_\_\_\_ Lot(s)/Block(s): \_\_\_\_\_

**d)** Reference Plan No. : \_\_\_\_\_ Part(s): \_\_\_\_\_

**e)** Geographic Township (former municipality) : \_\_\_\_\_

**f)** Civic Address: \_\_\_\_\_

**g)** Dimensions of the Applicant's abutting lands:

| Frontage (m) | Depth (m) | Area (ha) |
|--------------|-----------|-----------|
|              |           |           |

**h)** Existing uses of the Applicant's abutting lands:

\_\_\_\_\_

**i)** Proposed uses of the Applicant's abutting lands:

\_\_\_\_\_

**j)** Dimensions of the Shore Road Allowance lands proposed to be purchased.

| Frontage (m) | Depth (m) | Area (ha) |
|--------------|-----------|-----------|
|              |           |           |

**k)** Existing uses of the Shore Road Allowance lands:

\_\_\_\_\_

**l)** Proposed uses of the Shore Road Allowance lands:

\_\_\_\_\_





## 5. FREEDOM OF INFORMATION AND PRIVACY

Personal information contained in this form is collected and maintained pursuant to the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M. 56, and will be used for the purpose of responding to the Application and creating a public record. The Owner's Signature acknowledges that "personal information [is] collected and maintained specifically for the purpose of creating a record available to the general public;" per Section 14(1)(c) of the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M. 56.

The applicant acknowledges that the Township considers the application forms and all supporting materials, including studies and drawings, filed with this application to be public information and to form part of the public record. With the filing of an application, the applicant consents to the Township photocopying and releasing the application and any supporting material either for its own use in processing the application or at the request of a third party, without further notification to or permission from the applicant. The applicant also hereby states that it has authority to bind its consultants to the terms of this acknowledgement. Questions regarding the collection of information should be directed to the Director of Planning at the Township of Seguin at (705) 732-4300.

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Signature of Owner

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Date

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Signature of Owner

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Date

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Signature of Witness

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Date

## 6. DECLARATION OF OWNER/AGENT

*Must be signed by the Owner(s)/Agent in the presence of a Commissioner.*

I \_\_\_\_\_ (Owner(s)/Agent) of the \_\_\_\_\_

of \_\_\_\_\_ in the County/District/Regional Municipality of \_\_\_\_\_

do solemnly declare that all of the statements contained in this Application are true and I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and by virtue of the Canada Evidence Act.

Declared before me at the \_\_\_\_\_

in the \_\_\_\_\_ of \_\_\_\_\_

this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Signature of Agent (if Applicable)

\_\_\_\_\_  
Signature of Commissioner

\_\_\_\_\_  
Commissioners Stamp

## 7. ADDITIONAL FEES

If Planning, Surveying and/or legal fees are incurred by the Township pertaining to this Application, the Applicant, by endorsing below, hereby agrees to submit the balance due, upon receipt of an invoice for same.

\_\_\_\_\_  
Signature of Owner(s)/Agent

\_\_\_\_\_  
Date

**Please submit this application to the Township of Seguin Planning Department at:**

**Township of Seguin  
5 Humphrey Dr.  
Seguin, ON, P2A 2W8  
Bus: 705-732-4300  
Fax: 705-732-6347  
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